

# **REQUEST FOR PROPOSALS**

## **Victims of Crime Act**



## **Alabama Department of Economic and Community Affairs**

### **Law Enforcement and Traffic Safety Division**

### **Victims Assistance Grant Program**

**Issue Date:**  
**Proposal Due Date:**

**July 13, 2017**  
**August 18, 2017**

## **Victims of Crime Act Program**

The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants that provide direct services to victims of crime in accordance with the Victims of Crime Act, CFDA Number 16.575.

### **Eligible Applicants:**

Applicants are limited to victim service agencies within Alabama whose mission is to provide services to crime victims, particularly of violent crime, and are operated by a public agency, a nonprofit organization or a combination of such agencies or organizations.

### **Award Period:**

The award period will tentatively run from October 1, 2017 until September 30, 2018. The official start date will be contingent on a fully executed award. Continued funding will be contingent upon the availability of funds, continuous compliance with grant management requirements, project success and future applications.

### **Proposals:**

Each proposal submitted must contain one (1) original and two (2) copies.

### **Submission Information:**

All proposals must be received **no later than 5:00 p.m., August 18, 2017**, at:

#### **By Mail:**

ADECA - LETS Division  
P.O. Box 5690  
Montgomery, AL 36103-5690

#### **By Courier:**

ADECA – LETS Division  
Mailroom 404  
401 Adams Avenue  
Montgomery, AL 36104

### **Late Proposals:**

Proposals submitted after the due date will not be considered. Any items arriving to our office separate of the original application submission will not be added to the application. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

### **Contact Information:**

For any assistance with any of the requirements of this request for proposals, please submit your questions to either Kadedra Smith, Human Services Program Manager, at [Kadedra.Smith@adeca.alabama.gov](mailto:Kadedra.Smith@adeca.alabama.gov) or at (334) 353-2582; or Nicole Northington, Human Services Program Manager, at [Nicole.Northington@adeca.alabama.gov](mailto:Nicole.Northington@adeca.alabama.gov) or at (334) 353-2553; or Derek Yarbrough, Human Services Program Supervisor, at [Derek.Yarbrough@adeca.alabama.gov](mailto:Derek.Yarbrough@adeca.alabama.gov) or at (334) 353-3252.

**Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.**

## PART I – FUNDING OPPORTUNITY DESCRIPTION

### A. Background on the Victims of Crime Act:

Enacted in 1984, the Victims of Crime Act (VOCA) is the central source of federal financial support for direct services to victims of crime. VOCA's Victim Assistance Program is administered by The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division, through the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime, which provides funding to various agencies in support of providing direct victim assistance services for victims and survivors of domestic violence, sexual assault, child abuse, drunk driving, homicide, and other crimes.

The primary purpose of the Victim Assistance Program is to support the provision of direct services to victims of crime throughout Alabama. According to the Victim Assistance Program guidelines, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary goal of this program is to provide funding through grant awards to agencies for projects that will provide, enhance, improve, and expand direct services to victims of crime. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. **Funding cannot be used for the investigation or prosecution of crimes.**

These funds are made available by the Office for Victims of Crime, Office for Justice Programs, U. S. Department of Justice, and are pursuant to the Victims of Crime Act. The Victims of Crime Act stipulates that a minimum of 40 percent of the state's total grant will be awarded by giving 10 percent to each of 4 categories of crime victims: sexual assault, domestic violence, child abuse, and underserved populations. Underserved victims are determined by the state grantee and are designated by type of crime, demographic and other identifying characteristics. The underserved populations are identified as victims in extremely rural communities, victims of elderly abuse, victims with disabilities, victims categorized as racial or ethnic minorities, survivors of homicide and LGBT victims.

### B. Eligibility Requirements:

VOCA establishes eligibility criteria that must be met by all organizations in order to receive VOCA funds. Each victim assistance program that receives funding under VOCA **must** meet the following requirements:

- Possess a history of providing services or demonstrate the capacity to provide services to crime victims;
- Is operated by a public agency or a nonprofit organization, or combination;
- Meets the appropriate match requirements;
- Uses volunteers unless granted a waiver for a compelling reason (Board members will not be considered volunteers since it is an administrative necessity in qualifying as a non-profit organization);
- Promotes coordinated public and private efforts to aid crime victims within the community served;
- Assists victims in applying for or notifying them of the availability of crime victim compensation;

- Maintains civil rights information;
- Provides services to victims of Federal crimes on the same basis as services are provided to victims of State and local crimes;
- Non-supplantation, VOCA funds will not be used to supplant or replace any state and local funds that would otherwise be available for crime victim services;
- Provides services to crime victims without charge unless a waiver is obtained from the State grantee;
- Maintains confidentiality of client-counselor and research information;
- Complies with Federal rules regulating VOCA, including Program Guidelines/Rules and the effective edition of the OJP Financial Guide;
- Complies with additional eligibility or service criteria established by ADECA.

### C. Allowable Costs for Direct Services:

Direct services for which VOCA funds may be used include, but are not limited to, the following, as can be found in the final federal rules and regulations for the Victims of Crime Act Victim Assistance Program (<https://www.federalregister.gov/d/2016-16085>):

**Immediate emotional, psychological, and physical health and safety.** Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of section 94.119) of crime victims, including but not limited to: crisis intervention services; accompanying victims to hospitals for medical examinations; hotline counseling; safety planning; emergency food, shelter, clothing, and transportation; short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed; short-term (up to 45 days) nursing-home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available; window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety; costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim, typically within 18 hours of a crime): nonprescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment and other healthcare items are allowed; and emergency legal assistance, such as filing for restraining or protective orders, obtaining emergency custody orders and visitation rights. VOCA

**Personal advocacy and emotional support.** Personal advocacy and emotional support, including, but not limited to: working with a victim to assess the impact of the crime; identification of victim's needs; case management; management of practical problems created by victimization; identification of resources available to the victim; provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga).

**Mental health counseling and care.** Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

**Peer-support.** Peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

**Facilitation of participation in criminal justice and other public proceedings arising from the crime.** The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to: advocacy on behalf of a victim; accompanying a victim to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency; providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; notification to victims regarding key proceeding dates; assistance with Victim Impact Statements; assistance in recovering property that was retained as evidence; and assistance with restitution on behalf of crime victims.

**Legal assistance.** Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to: those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding; motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

**Forensic medical evidence collection examinations.** Forensic medical evidence collection examinations for victims to the extent that other funding sources as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Sub-recipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Sub-recipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.

**Forensic interviews.** Forensic interviews, with the following parameters: results of the interview will be used not only for law enforcement and prosecution purpose, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as child advocacy center; and the interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

**Transportation.** Transportation of victims to receive services and to participate in criminal justice proceedings.

**Public awareness.** Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are

designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

**Transitional housing.** Subject to any restrictions on amount, length of time, and eligible crimes, set by the State Administering Agency, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services, such as childcare and counseling.

**Relocation.** Subject to any restrictions on amount, length of time, and eligible crimes, set by the State Administering Agency, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

**Allowable costs for activities supporting direct services.** Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- Coordination of activities that facilitate the provision of direct services, include, but not are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
- Payment of salaries and expenses of supervisory staff in a project, when the State Administering Agency determines that such staff are necessary and effectively facilitate the provision of direct services.
- Activities that support a coordination and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
- Contracting for specialized professional services at a rate not to exceed a reasonable market rate, that are not available within the organization.
- Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims, including, but not limited to, procurement of personnel, hardware, and other items, as determined by the State Administering Agency after considering: whether procurement will enhance direct services; how any acquisition will be integrated into and/or enhance the program's current system; the cost of installation; the cost of training staff to use the automated systems and technology; the ongoing operations costs; and how additional costs related to any acquisition will be supported.
- Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
  - Activities in support of opportunities for crime victims to meet with perpetrators if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated

beneficial or therapeutic value to crime victims. State Administering Agencies must closely review the criteria for conducting these meetings and at a minimum, the following should be considered: the safety and security of the victim; the cost versus the benefit or therapeutic value to the victim; the procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear; the provision of appropriate support and accompaniment for the victim; appropriate debriefing opportunities for the victim after the meeting; and the credentials of the facilitators.

#### **D. Allowable Administrative Costs:**

Administrative costs for which VOCA funds may be used by sub-recipients include, but are not limited to, the following:

- Personnel costs that are directly related to providing direct services and supporting activities, such as salary expenses (including fringe benefits), and a prorated share of liability insurance.
- Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services.
- Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both VOCA-funded and not).
- Organizational expenses that are necessary and essential to providing direct service and other allowable victim services, including, but not limited to, the prorated costs of rent, utilities, local travel expenses, and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the programs' ability to provide services to victims.
- Expenses of procuring furniture and equipment that facilitate the delivery of direct services, except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities.
- Operating costs which include, but are not limited to, supplies, equipment use fees, property insurance, printing, photocopying, postage, courier service, brochures that describe available resources, computer backup files/tapes and storage, security systems, design and maintenance of Web site and social media, and essential communication.
- Costs of administrative time spent performing VOCA-required time and attendance sheets and programmatic documentation/reports, collecting and maintaining crime victims' records, conducting victim satisfaction surveys and needs assessments, and funding the prorated share of audit costs.
- Costs of leasing or purchasing vehicles, as determined by the State Administering Agency after considering, at a minimum, if the vehicle is essential to the provision of direct services.
- Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims, as determined by the State Administering Agency after considering, at a minimum, if other sources of funding are available.
- Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by the State Administering Agency.

## **E. Unallowable Costs and Activities:**

Notwithstanding any other provision of the guidelines and regulations, no VOCA funds may be used to fund or support the following, as can be found in the federal rules and regulations for the Victims of Crime Act Victim Assistance Program (<https://www.federalregister.gov/d/2016-16085>) or other additional costs as stated in the DOJ Financial Guide. The most current Financial Guide can be found at the link provided. <http://ojp.gov/financialguide/DOJ/>:

**Lobbying.** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (c.f. 18 U.S.C. 1913), whether conducted directly or indirectly.

**Research and studies.** Research and studies, except for project evaluation under 94.121(j).

**Active investigation and prosecution of criminal activities.** The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under 94.119, during such investigation and prosecution.

**Fundraising.** Any activities related to fundraising, except for fee-based, or similar, program income authorized by the State Administering Agency. The sub-recipient may engage in fundraising, as long as such activities are not financed by federal grant funds.

**Capital expenses.** Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed elsewhere in the regulations and guidelines).

**Compensation for victims of crime.** Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions in the regulations and guidelines.

**Medical care.** Medical care, except as otherwise allowed by other provisions in the regulations and guidelines.

**Salaries and expenses of management.** Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in the guidelines and regulations).

## **F. Written Agreements, such as MOUs:**

Submission of written agreements or memorandums of understanding is paramount for demonstrating the requirement of coordination with community partners. For purposes of this application, the written agreements are documents containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be signed and dated by the Authorized Organization Representative (AOR) of each proposed partner agency during the development of the application.

The written agreement or MOU must:



1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Include all relevant agencies or organizations that are necessary and will collaborate to implement the goals, objectives or activities included within the proposed project;
4. Specify the extent of each partner's participation in developing the application;
5. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
6. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
7. Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
8. Signatories should include their titles and agencies under their signatures.

#### **G. Risk Assessments:**

Federal regulations now require grantees to conduct a risk assessment of each applicant before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an award until all issues are resolved. All assessments are unique and will be handled on a case-by-case basis.

#### **H. Review Process:**

Applications are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All applications will be checked for completeness by ADECA staff. Complete applications will continue to the risk assessment stage. After the risk assessment, applications will be reviewed by at least 3 program staff and scored. Once an application is scored, all scores will be averaged and applications with acceptable scores will be recommended for funding. Priority for funding is based upon the following factors:

- Project eligibility as determined by the four priority program areas.
- Probability of success.
- Geographic areas of greatest need.
- Jurisdictions with limited resources.
- Recent crime statistics for the area and the proposed number of crime victims the project would serve.
- Projects must have a goal of self-sufficiency.
- Interagency support and multijurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project. **Written agreements, such as memorandums of understanding, should exist and be included with the proposal.**

- Current or past grant performance. Applicants that have been previously funded by ADECA/LETS will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.

The following items explain the standards by which each application is rated. Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages of the application to help the reviewer see the problem and easily understand the proposed solution. Application length is irrelevant; clarity is a critical factor in a well composed application.

- Project Impact and Priority areas - The project should be designed to address the crime victim service problems and needs of the area to be served.
- Project Feasibility - Applications should describe sufficiently and clearly how the project will be implemented.
- Interagency Collaboration - Priority will be given to projects demonstrating increased coordination and collaboration between the applicant and other associating agencies. The application clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and how crime victims are better served.  
**Written agreements, such as memorandums of understanding, should exist and be included with the proposal.**
- Performance Indicators - The indicators match objectives exactly and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- Design quality of the proposal - The proposal is clearly written, supported by facts, and contains **measurable** objectives and performance indicators.

## I. Application Sections:

### Statement of the Problem: (15 points)

Is clearly defined and based upon facts, a needs assessment, or statistics.

- List the targeted services area(s) and the type of victim populations to be served.
- If the project is to serve more than one county, specifically describe how services and/or activities will be accessed and/or implemented within each county.
- What problem is being addressed and include local statistics and relevant facts about the problem as it relates to your area? *(If you project is Statewide, then National and statewide data could be your main supporting data.)*
- Number of victims served and type of services provided within most recent completed federal fiscal year.
- Identify any gaps in services for victims within the targeted service area(s).
- Describe how grant funding will address the identified problem and how the proposed project will help alleviate service gaps;
- Describe how your organization collaborates within the community to provide victim services, including other service providers, law enforcement, and the criminal justice system, which should be substantiated by written agreements.

- Identify the number of volunteers to be used and describe how they will be incorporated into your project.? Board members cannot be included as part of volunteer numbers.
- Describe program efforts in recruiting volunteers and how volunteers are being used.

### **Project Narrative: (45 points)**

This section should tell the reader exactly what the project plans to do. It should be clear to the reader that the project has been well thought out, excellent planning is evident, and chances of success are documented as good. The applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities. The applicant should use goals that are overarching principles that guide decision making. Objectives should be relevant, specific and measurable, and used to accomplish a goal. The objectives should express what the program will accomplish in concrete terms. Each objective should correspond to a performance indicator. Objectives should outline who will do what by when. Applicants should at a minimum address the following areas:

- Describe the project's goals and objectives.
- Describe in detail the specific tasks and activities necessary to accomplish each goal and objective.
- Provide measurable numbers associated with each goal and/or objective.
- Discuss in detail the plan to meet each measurable objective.
- Discuss the specific tasks and activities that each grant funded staff will be conducting during this project.
- If necessary, include a timeline or specify a time period for completion of each task.
- Clearly demonstrate the partnerships that have been developed as part of the requirement to receive VOCA funds.
- Describe the expected outcomes and long-term benefits that will be achieved through the successful completion of the project.
- List any prior program objectives from the past year and discuss the progress you have made towards meeting those objectives.
- Describe how your agency will notify and assist victims in applying for Alabama Crime Victims Compensation.
- Describe how your agency will maintain civil rights information and maintain client confidentiality.
- Detail how services are offered free of charge and if there are any costs incurred by clients.
- Detail the agency's plans to ensure long-term sustainability. (Provide details on your plan to sustain your project, should there be a reduction in funding availability.)

### **Evaluation: (20 points)**

The applicant must demonstrate the ability to collect and analyze collected data in order to effectively monitor program success. All data collected should also relate to the stated goals and objectives.

- List the data that will be collected along with the data collection methods that will be used.
- Identify the person responsible for collecting the data and conducting the evaluations.
- Describe the methods that will be used to measure output and outcome in relation to the projects progress.

Below are some of the output and outcome measures that could be included as part of your agencies data collection:

## **Output Measures**

- Number of counseling sessions provided
- Number of office walk-in clients
- Number of referrals received and made
- Number of interagency meetings held
- Number of people attending support groups
- Number of case disposition letters sent or calls made to victims and police officers
- Number of follow-up contacts
- Number of court protection orders
- Type of services offered
- Number of services offered
- Number of unmet service needs (e.g., crisis intervention at the crime scene or updates on the status of one's case)
- Number of crime related problems (e.g., medical, financial, and job related)
- Number of volunteers
- Number of training sessions provided
- Number of calls to service hotline

## **Outcome Measures**

- Improved system efficiency (e.g., decrease in time spent by witnesses waiting to testify in court)
- Crime impact on victim's relationships and daily activities
- Change in victim service program usage
- Change in satisfaction with agency services received
- Change in satisfaction with case outcome
- Change in neighborhood satisfaction
- Change in psychological functioning (e.g., depression, hostility, and anxiety)
- Change in tangible social support
- Change in emotional social support
- Less physical re-abuse
- Decrease in fear of crime
- Decrease in perceived vulnerability to misfortunes (e.g., feeling likely to be in a car accident or hospitalized in the near future)
- Decrease in self-blame
- Change in victim's confidence in police effectiveness
- Change in reporting future incidents to police
- Change in attending court and assisting the prosecution
- Change in victims' attitude toward the courts

## **Budget/Budget Narrative: (20 points)**

### **INSTRUCTIONS FOR BUDGET PAGE**

Your application should contain a budget page and a separate budget narrative section, which should provide justification and describe in detail the basis for determining the cost of the items included in each budget category. All costs must be reasonable and allowable.

The budget should cover only the period for which this project will be funded.

In accordance with 2 CFR 200.331(a)(1)(xiii) and (a)(4), and 2 CFR 200.414, subrecipients of federal awards may charge indirect costs to the award unless statutorily prohibited by the federal program and in accordance with any applicable administrative caps on federal funding. ADECA will not negotiate indirect cost rates with subrecipients, but will accept a federally negotiated indirect cost rate or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If requesting the 10% de minimis rate, subrecipients must submit a certification that the entity has never received a federally approved indirect cost rate. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all federal awards until such time as a negotiated rate is approved by the subrecipients' federal cognizant agency.

Applicants should consult with their CPA or other financial professional to determine the amount of MTDC if the agency chooses to apply the de minimis rate.

Applicants that have multiple grant awards and/or conduct both allowable and unallowable activities must reasonably prorate their costs to ensure that grant funds and match (both cash and in-kind) are equitably distributed among funding sources. This proration must be explained within the budget narrative.

Only the yellow cells of this form should be altered. When completing this form you will enter the award amount and then enter the applicable ADECA/LETS Share percentage.

**A. Personnel:**

**Salaries:**

- Enter total salaries for the grant period.

**Fringe Benefit Computation Subsection:**

- Enter total fringes for the grant period.

**B. Professional Services:**

- Enter total professional services for the grant period. Note: Travel for Professional Services should be listed within this subsection and not the "Travel"

**C. Travel:**

- Enter total for all in state and out of state travel for grant period.

**D. Operating Expenses:**

- Enter total for operating expenses for the grant period. This should also include indirect costs.

**E. Equipment:**

Each major item of equipment to be purchased or leased should be separately listed with unit costs. Items with a unit price over \$5,000 should be listed in this category. You are held to the specific stated quantity of equipment to be purchased.

**Total Project Cost:**

The “Total Project Cost” should be the sum of the “Category Totals”. This “Total Project Cost” should then be distributed to “Matching Contribution” and “LETS Support” in accordance with the funding ratio allowable for the specific project. If using in-kind match, amounts should be broken down in the budget narrative.

**INSTRUCTIONS FOR ATTACHMENT 1 (PERSONNEL)**

Options have been provided at the top of this page for you to enter your grant number and to select your VOCA purpose area. Since your grant number is not available at this time, you may leave this field blank.

**Salaries:**

List the name of the employee (or input TBA if unknown), position/title, salary, rate of pay (Bi-Weekly, Semi-Monthly or Hourly), and estimated percent of time devoted to the project. Additional detailed information may be added in the Budget Narrative Section. When completing this subsection, please remember the following:

- For known personnel use the actual rate of pay, if they are a salaried employee use their actual salary rate, and if they are an hourly employee use their actual hourly rate. Do not use an amount just for budgeting purposes.
- Each position title being listed should match the title listed on the corresponding job description that is included in the grant application. (Ex: If an employee’s title is “Therapist” on the included job description, do not interchange therapist with the word “Counselor” on the Budget sections.
- When entering the number of pay periods for an hourly employee enter their number of hours worked not how often they get paid.

**Fringe Benefit Computation Subsection:**

Indicate each type of fringe benefit included and keep in mind that the computation should be explained in the Budget Narrative Section. This section is based on the employer’s share of expenses. When completing this subsection, please remember the following:

- Maximum amount allowed for FICA = 7.65% of salaries.
- SUI based on the first \$8,000 of an employee’s pay per calendar year. Most employees will be eligible to claim SUI in January. New employees may claim SUI upon date of hire.
- Allowed insurances include only health, disability and life.
- Workers’ compensation is a rate unique for your agency.

**INSTRUCTIONS FOR BUDGET NARRATIVE SECTION**

The Budget Narrative section should provide complete details for each line item listed on the budget form. Show cost calculations demonstrating how you arrived at the amount requested in the Budget section. Make sure budget narrative is signed by a certified official. The following should also be considered when completing the subsections:

- Personnel:
  - All personnel on the grant should have a realistic and accurate percent of time dedicated to the grant project.
  - The Position Title should be consistent on all reporting documents. (i.e. Budget, Budget Narrative, and Job Description)
  - Include a detailed summary of the specific activities related to this grant

- Identify the goal(s) that each position and activities is tied to.
- Fringe Benefits:
  - Any fringe benefits that incur a flat monthly rate (i.e. health insurance, life insurance, etc.) should be prorated based on the estimated percentage of time worked on the project.
  - This section should list each benefit and their calculations to match the amounts listed in the Budget section.
- Professional Services:
  - This section should include the type of service being provided, hourly rate, amount of time spent on the project, other expenses including travel and the total cost
  - Identify the goal(s) that each service is tied to.
- Travel:
  - Out-of-state travel is limited to the continental U.S. (48 states) and is reimbursable at the federal rate set by GSA. Rates vary by city and month.
  - Expenses should be detailed in this section by explaining the specific travel purposes. Specify and detail the proposed out of state/in state travel. Your mileage reimbursement rate should be noted within this section.
  - Identify the goal(s) that travel is tied to.
- Operating:
  - Rent, utilities, supplies, printing, postage, etc. must be prorated if used to accomplish other functions of the agency.
  - This section should be detailed when describing how rent and utilities are calculated. (Ex: State the method used in calculating the percentage of rent and utilities).
  - Items such as computers, laptops, and vehicles should be related to a specific position. These items cannot be purchased in excess of staff and must be justified with a clear explanation in the budget narrative.
- Equipment:
  - Equipment must have a description, quantity and unit cost.
  - This section must be descriptive enough to understand the equipment need and use.
  - The purpose and the intended recipient of any equipment should be noted in the narrative.
  - Items such as computers, laptops, and vehicles should be related to a specific position. These items cannot be purchased in excess of staff and must be justified with a clear explanation in the budget narrative.
- Program Match:
 

The source of cash and in-kind match must be detailed in the budget narrative. Program Match is required for grant opportunities, unless otherwise noted in program specific guidelines. ADECA will award a percentage of the Total Project Cost. The appropriate matching contributions, of cash, in-kind or combination, are required and must be derived from non-federal sources, except as provided in the applicable guidelines, and may include, but are not limited to, the following: cash, volunteered professional or personal services; materials/equipment; and space and facilities. Each sub-recipient shall maintain records that clearly show the source and amount of the match and period of time for which such contributions were allocated. The basis for determining the value of match shall be documented, and volunteer services shall be substantiated by the same methods used by the sub-recipient for its paid employees.

  - **Match Requirement.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All funds

designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. Match must be provided on a project-by-project basis.

- **Match Calculation.** The following formula shall be used to determine the grant match requirement where the federal share is 80% and the match requirement is 20%.
  - Federal Share Requested divided by 80% = Total Project Cost
  - Total Project Cost minus Federal Share = Match Requirement OR Total Project Cost times Match % = Match Requirement  
Example: \$30,000 federal share
  - \$30,000 Federal Share Requested ( $\div$ ) .80 or 80% Federal Percentage = \$37,500 Total Project Cost, then
  - \$37,500 Total Project Cost (-) \$30,000 Federal Share Requested = \$7,500 Match Requirement
  - Match contributions can be either cash, in-kind, or a combination.
- **Cash Contributions** represent an applicant's cash outlay, including non-federal money contributed by public agencies, private organizations and individuals. These items must be encumbered within the grant period.
- **In-Kind Contributions** represent the value of non-cash contributions provided by the applicant. In-kind contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services specifically identifiable to the project. (See Proration of Costs.)
  - a. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. Donated time from board members or paid staff cannot be used as in-kind match.
  - b. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the sub-recipient's organization. If the required skills are not found in the sub-recipient's organization, the rate of compensation must be consistent with the labor market and a citation must be provided. In either case, fringe benefits may be included in the valuation.
  - c. The value placed on loaned or donated equipment may not exceed its fair market value.
  - d. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. Donated space must be documented by a letter from the landlord which clearly compares the fair rental value to what is being charged.
- **Record Keeping.** Sub-recipients must maintain records that clearly show the source, amount, and the allocation date. The value for personal services, materials, equipment, and space must be documented by the donor. Volunteers must use the same backup documentation the organization uses for its employees. Backup documentation must be submitted with claims as in-kind match is being charged. In-kind match does not have to be recorded on a regular basis but must be recorded before the end of the grant period.



## **PART II – AWARD INFORMATION**

### **A. Estimated Funding:**

There is no cap to funding requests. However, agencies should keep in mind that request should be based off need, ability to meet the match requirement, ability to sustain requested funding level into future years, and in relation to actual time personnel spends providing direct services.

### **B. Period of Performance:**

Project periods will tentatively start October 1, 2017 and will end September 30, 2018.

### **C. Method of Payment:**

In 2 CFR Part 200.305, the Subrecipient will be paid on an advance payment basis provided that it maintains a cash management plan, maintains or demonstrates the willingness and ability to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement by the Subrecipient. If the advance requested exceeds thirty (30) days, the subrecipient must provide a written explanation with the invoice requesting advance funds and is subject to approval by ADECA. Source documentation and a follow-up invoice must be submitted to account for the actual expenditures made against advances. The Subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the Agreement. Source documentation for incurred expenditures must accompany all invoices. Subrecipients who are determined as high risk or fail to comply with general or specific terms of the federal award may be put on a reimbursement basis.

### **D. Cost Matching:**

All funds designated as match is restricted to the uses outlined in the application and must be expended within the grant period. Only services and activities that are VOCA allowable qualify as match. VOCA recipients must maintain records, which clearly show the source, the amount, and the period during which the match was expended. Match used for VOCA cannot be included as a matching contribution for any other federal funds. As a condition to receive VOCA funds, all recipients must provide at least 20% cash or in-kind match from non-federal sources to the federal amount awarded. Cash contributions represent an applicant's cash amount, including non-federal money contributed by public agencies and institutions, and private organizations and individuals. In-kind contributions are the value of something received or provided that does not have a cost associated with it. In-kind match may include donations of expendable equipment, office supplies, workshop or training materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.

***Note:** In-kind match will only be allowed on a case-by-case basis and a compelling reason for not using cash match will have to be provided.*

### **E. Program and Financial Reporting Requirements:**

VOCA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received (i.e., daily time and attendance records; the total cost of the project; receipts for expenditures); the portion of the project supplied by other sources; and other records. Progress Reports and financial reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project.

These reports must show actual subgrant receipts and expenditures, as well as provide an update on the project's objectives. Failure to submit these reports in a timely manner will significantly delay any reimbursements submitted within the grant period. See table below for the progress reports and financial reports due dates:

<b>Report Period</b>	<b>Due on or before the following dates</b>
October 1 through December 31	January 15 <sup>th</sup>
January 1 through March 31	April 15 <sup>th</sup>
April 1 through June 30	July 15 <sup>th</sup>
July 1 through September 30	October 15 <sup>th</sup>

#### **F. Financial Accounting Practices**

The following is a list of questions that applicants will need to consider when applying for federal funding.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? ADECA may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
6. Does the applicant have a documented records retention policy?
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2103?
8. Are the officials of the organization bonded?

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of federal funds awarded.

## **PART III – PROPOSAL CONTENTS**

**Each proposal submitted must contain one (1) original and two (2) copies of their proposal package.**

**Each proposal must contain:**

- 1. A Statement of the Problem that the proposed program will address;**
- 2. Project Narrative that specifies the goals and objectives that will address this problem;**
- 3. The Evaluation Section that will be used to measure the progress and results of the project;**
- 4. A detailed Budget, along with a Budget Narrative that justifies the budget.**

Additional Forms to be completed and/or signed:

- State of Alabama Disclosure Statement
- A Resolution of Applicant for (Cash or In-Kind) Matching Funds
- MOUs or Written Agreement(s)
- Standard Subgrant Agreement Conditions and Assurances
- Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient)
- Certification Regarding Lobbying
- Certification Regarding Drug-Free Workplace Requirements
- Equal Employment Opportunity Certification
- Financial Questionnaire
- List of the Board of Directors with Contact Information
- Organizational Chart
- E-Verify Documentation
- Job Descriptions and Resumes for All Personnel Listed in the Grant Application
- Job Descriptions for Volunteers
- Request for Dun and Bradstreet DUNS Number
- Signature Certification Form
- Agency's Current By-Laws, Financial Policies and Procedures, & Personnel Policies and Procedures E-mailed to LETS@adeca.alabama.gov?

## PART IV – ADDITIONAL INFORMATION ON REQUIRED FORMS

1. State of Alabama Disclosure Statement - Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The form must be signed, dated, and notarized prior to submission. **Complete all lines as indicated. If an item does not apply, denote N/A (not applicable).**
2. A Resolution for (Cash or In-Kind) Matching Funds - The purpose of the resolution is to verify the applicants cash or in-kind matching funds. Must be signed and completed before submission.
3. MOU's or Written Agreement(s) – The formal written agreement should outline the agreements or partnerships you have with any outside organizations for collaboration or coordination of services. For example, the agreement might outline an agreement with another nonprofit to partner in offering counseling to crime victims.
4. Certification Regarding Drug-Free Workplace Requirements - The certification says the subrecipient certifies that it will provide a drug-free workplace. Certification Regarding Drug-Free Workplace Requirements form must be signed and included with the grant application.
5. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient) – This form is used to ensure that an agency is not suspended or otherwise excluded from receiving federal funding, must be signed and returned with the application.
6. Certification Regarding Lobbying- Compliance with federal certifications requirements for restrictions on lobbying. Must complete and be signed by the Authorizing Official before disbursement of funds.
7. Equal Employment Opportunity Certification – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. The Equal Employment Opportunity Program Certification must be completed and signed by the Authorizing Official.
8. Financial Questionnaire - The questionnaire is a tool designed to assist both subgrantee and the LETS staff in assessing the subgrantee's management capabilities. Subrecipient organizations are expected to have certain systems, policies, and procedures in place for managing their own funds, equipment, and personnel. The questionnaire must be completed, signed, and included in the application.
9. Standard Subgrant Agreement Conditions and Assurances– Required to sign the Standard Subgrant Agreement Conditions and Assurances which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.
10. Board of Directors - List of current Governing Body and their contact information
11. Job Descriptions and Resumes - Attach a job description for each position for which funding is requested and resumes for each person listed in the Personnel section of the budget
12. E-Verify - E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. You can enroll in E-Verify through <http://www.uscis.gov/e-verify>.
13. Job Description of Volunteers - list of the job responsibilities of the volunteers
14. Request for Dun and Bradstreet DUNS Number- this form will be used to verify SAM registration. All eligible applicants must be registered in the federal system for award management (SAM) database located at <http://www.sam.gov> and maintain an active registration throughout the grant period. This is the database for standard information about federal financial

assistance applicants, recipients, and subrecipients. Applicants must update or renew their SAM registration.

15. Data Universal Numbering System Number- All applicants requesting funding are required to have a Data Universal Numbering System (DUNS) number. The DUNS number must be provided on the application cover page. A DUNS number is a unique nine-digit number that is recognized universally as a means to identify and track millions of businesses worldwide. It is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Applicants may obtain a DUNS number free of charge by contacting Dun & Bradstreet (D&B) at 1-866-705-5711 or on the web at <http://www.dnb.com>.
16. Signature Certification Form – This form authorizes the persons listed on the form to sign reports, request for payments and other legal instruments associated with the grant application and award.

Before preparing your application, take a few moments to review the information being provided. This will help you in providing the needed and correct information. Prior to submitting your application, make sure all of the information is included (use the checklist provided). Having someone else proof your application can be a great benefit to catch errors that you have overlooked. We want your application to be successful. Please contact our office with any questions or concerns.